



## Frequently Asked Questions

**What if after reading the enrollment forms and looking at the expectations, I am not sure I can participate after all?** Call and tell us your concerns. We may be able to help. If you cannot participate, let us know right away so we can enroll an alternate. Please give the time commitment serious thought. We strongly recommend that you try to cut back on other volunteer activities while you are participating in Partners so you aren't over committed.

**What should I do if my employer won't give me time off to attend?** You must have that settled before agreeing to participate. Do NOT agree to enroll and then drop out because your employer was not on board. It often helps to show your employer your acceptance letter. You could possibly use vacation time or take time off without pay. Again, call us if you need help or advice.

**How much time should I expect to spend on homework per month?** The average time is 8 –10 hours, with a minimum of 5 hours per month. Hectic home and work time, as well as interest in each topic, will cause the amount of time to vary from month to month.

**What if I miss a Partners in Policymaking session?** All sessions are required and an unexcused absence usually results in you having to dropout. On rare occasions, you may miss one session or part of a session for a serious situation such as a death in the immediate family, or hospitalization. In that case, more significant homework would be assigned to ensure understanding of the topics missed. Situations will be evaluated on a case-by-case basis. Except in sudden emergencies, Partners must call at least two days in advance of the missed session or day.

**What should I do if I have a sudden emergency or am going to be late?** Call Brenda Wade at the office 317-233-4551 if you know in advance or Christine Dahlberg's cell phone if it's the day of the session and let us know of your situation. Cell phone: 317-341-0389.

**What meals are provided?** We DO NOT provide lunch on Friday. We will have a light snack that afternoon and dinner. On Saturday we have a continental breakfast and lunch.

**How long will it take to get reimbursed for mileage/child care?** We will submit a claim for your reimbursement check as soon as possible after receiving the correctly completed paperwork and receipts from you. If approved, the payment will be issued in about 30 days.

**How is mileage calculated?** We use state travel rules, which require that we calculate the shortest mileage between your address and the hotel address. You are reimbursed at .40 per mile. The mileage is automatically calculated. Adjustments will be made for car pools.

**Will I need a credit card to check into the hotel?** Not necessarily. If neither you nor your roommate provides a credit card, the hotel will simply turn off your telephone and not allow any room charges. Instead of a card, you can make a \$50 cash deposit for incidental expenses, which will be returned to you when you check out. **Warning- If you use a debit card**, the hotel will put a hold of \$50 on your account and it may take a few days to be released. The overnight room charge and tax will be directly billed to the program.

**When will I know about car pool arrangements?** We will review the forms to determine who might be able to ride together. If we find a possible car pool, we will contact potential carpool riders and drivers and give you the names and contact info. You will be responsible for following-up and making definite arrangements.

**What if my driver does not call or does not show up or cancels?** Contact your car pool driver a week or so before each session and again a few days before to confirm pick up times and directions. Make a back up plan for alternate transportation if your ride cancels or does not show. If all else fails, call Brenda Wade at 317-233-4551, and she will do her best to assist you.

**What if I do not get along with my roommate or want to switch roommates?** Let Christine Dahlberg or Chad Crowe know and we will try to pair you up with someone more compatible for the next session. If there is someone you would like and you both agree you want to room together tell us.

**Why do I need to keep track of the number of hours that I spend on Partners activities?**

The Governor's Council uses the hours that Partners spend as time match hours to show volunteer time given to the Council. Federal law requires that the Council have a 30% match.

**What if I have other questions or need to ask about my special circumstances?**

We will do everything we reasonably can to make sure you can fully participate. If after reading over the materials you have a request or question call Christine Dahlberg at 317-232-7771 or Chad Crowe at 317-232-7775 or e-mail [PIP@GPCPD.org](mailto:PIP@GPCPD.org)

**What is the dress code?**

Business casual is preferred but anything neat, clean, and not offensive is fine. Due to allergies, please do not use perfume or heavily scented personal care products.

**PLEASE KEEP THIS INFORMATION FOR REFERENCE**